

ORDINANCE No.

115303

COUNCIL BILL No.

107515

AN ORDINANCE relating to recognition ceremonies and gatherings; amending SMC Ch. 4.96 to permit the expression in the form of recognition ceremonies and symbols, of municipal appreciation to City staff for their services.

Law Department

The City

Honorable President:

Your Committee on Fin

to which was referred the with report that we have considered

COMPTROLLER FILE No.

Introduced: SEP 5 1989	By: <u>Galle</u>
Referred: SEP 5 1989	To: <u>Finance & Personnel</u>
Referred:	To:
Referred:	To:
Reported: SEP 10 1989	Second Reading: SEP 10 1989
Third Reading: SEP 10 1989	Signed: SEP 10 1989
Presented to Mayor: SEP 11 1989	Approved: SEP 27 1989
Returned to City Clerk: SEP 17 1989	Published:
Vetoed by Mayor: <input checked="" type="checkbox"/>	Veto Published:
Passed over Veto:	Veto Sustained:

OK

Pass 2-0

Full Council vote

Law Department

The City of Seattle--Legislative Department

Date Reported
and Adepted

REPORT OF COMMITTEE

Honorable President:

Your Committee on Finance & Personnel

to which was referred the within Council Bill No. 107525
report that we have considered the same and respectfully recommend that the same:

Pass 2-0

Full Council Vote 7-0

Delores Sibonga

Committee Chair

GBD:pdk
5/16/89
7:ORD3.

ORDINANCE

115303

AN ORDINANCE relating to recognition ceremonies and gatherings; amending SMC Ch. 4.96 to permit the expression, in the form of recognition ceremonies and symbols, of municipal appreciation to City staff for their services.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. SMC 4.96.010 (§ 1 of Ordinance 11787) is amended as follows:

4.96.010 Policy.

It shall be the policy of The City of Seattle to allow recognition and expression of its appreciation, in a manner appropriate for a governmental agency, to those who volunteer their time or services by serving on committees, carrying out assignments, or otherwise assisting in the performance of City functions, as well as to those City officers and employees who, because of similar service, are deserving of such recognition.

Sec. 2. SMC 4.96.020 (§ 2 of Ordinance 111787) is amended as follows:

4.96.020 Policy implementation.

A. To implement Section 4.96.010, ((a department)) the head of any City employing unit may arrange and present ((an annual)) recognition ceremon((y))ies (such as ((a)) tours, receptions, ((ex)) and entertainment activit((y))ies ((+)), and present to outstanding volunteers, and in satisfaction of a condition of employment, to City officers and employees symbols of recognition (such as a letter, medal, plaque, pin or tie clip, jacket or cap, bouquet of flowers or an ornamental plant, or other object or experience demonstrating gratitude and acknowledgment of merit) that convey the

NOTICE:
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1 City's appreciation. Separate ceremonies may be held
2 for different divisions or activities.

3 B. These general guidelines shall apply in undertaking
4 any such recognition program:

5 1. The cost and expenses of providing such
6 recognition and appreciation for volunteers and compensated
7 City staff shall be budgeted, or noted in the City's annual
8 budget, as an identified sum;

9 2. The recipients shall be selected upon an
10 objective basis, that reflects time, effort or skills donated
11 or applied for the furtherance of City functions;

12 3. The primary value of the memento or apparel
13 presented or the occasion shall be in the thought expressed
14 rather than in the intrinsic worth of the object or the food
15 or entertainment provided; and

16 4. The ceremony and presentations shall be in
17 keeping with the pattern and practices of governmental
18 agencies and public service organizations that solicit and
19 draw upon donated services and contributions, in giving
20 recognition and showing appreciation to their compensated
21 staff and people who volunteer their time or skill for the
22 support of City programs and activities.

23 Sec. 3. SMC 4.96.030 (§ 3 of Ordinance 111787) is
24 amended as follows:

25 4.96.030 Refreshments.

26 A. To assist in performance of assigned activities
27 or to show appreciation of time and service donated or of
28 meritorious compensated service, ((department)) the heads
of City employing units may provide light refreshments to

1 volunteers and, as a condition of employment, to
2 compensated City staff, or any of the same, during or
3 immediately after the performance of their duties if
4 (1) funds are appropriated in the City's annual budget for
5 the ((department)) employing unit for providing
6 refreshments to volunteers and such staff, or (2) the
7 refreshments are donated to the City for such purposes.
8 For this purpose, a ((department)) the head of a City
9 employing unit may authorize an organization ((which))
10 that regularly provides or coordinates volunteers, to
11 maintain furniture, machines and/or equipment for
12 dispensing light refreshment to volunteers and to
13 compensated City staff, and subject to the authorization
14 of the Purchasing Agent, contract with such an
15 organization for providing volunteers and such staff with
16 light refreshments as authorized in this section.

17 B. The term, "light refreshments," is illustrated
18 by these examples: coffee, tea, milk, hot chocolate,
19 fruit juices, soft drinks and non-alcoholic beverages;
20 doughnuts, cakes, pies, cookies, fruit, sandwiches, and
21 ((or)) light snacks; and when donated to the City for an
22 activity or to assist and further motivate compensated
23 City staff and volunteers, the food ((or)) and drink
24 supplied by the donor.

25 Sec. 4. Any act consistent with and prior to the
26 effective date of this ordinance is hereby ratified and
27 confirmed.
28

(To be used for all Ordinances except Emergency.)

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Section 5. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 10th day of September, 1990,
and signed by me in open session in authentication of its passage this 10th day of
September, 1990. [Signature]
President of the City Council.

Approved by me this 17th day of September, 1990.
[Signature]
Mayor.

Filed by me this 17th day of September, 1990.

Attest: Howard J. Brooks
City Comptroller and City Clerk.

(SEAL)

Published _____

By Margaret Carter
Deputy Clerk.

☒ PUBLISH ☐ DO NOT PUBLISH
CITY ATTORNEY [Signature]

City of Seattle
Personnel Department

Everett S. Rosmith, Personnel Director
Charles Royer, Mayor



RECEIVED

August 16, 1989

TO: City Council
City of Seattle

AUG 17 1989

VIA: Mayor Charles Royer

ATTN: Kenneth R. Bounds
Budget Director

FROM: Everett S. Rosmith
Personnel Director

ESR

SUBJECT: Ordinance Permitting City Departments to Express Recognition of
Employees Through Recognition Ceremonies

Attached for your consideration is a proposed ordinance amending SMC 4.96, Recognition of Volunteers (Ordinance 111787), by granting City departments the authority to express, in the form of recognition ceremonies and symbols, municipal appreciation to compensated City staff for their services. At the present time such recognition is authorized at City expense only for volunteer workers.

This proposed legislation originated at the Seattle Center Department. In discussion with members of the Mayor's cabinet, there was a consensus that such employee recognition plays a part in overall employee morale, thus should be available on a Citywide basis.

In July 1988 the City Council adopted Ordinance 114056 establishing a pilot program authorizing employee safety and performance award programs. Even though only in its pilot stage, the safety and performance award programs have been enthusiastically received by City management and employees. The employee recognition described in this proposed legislation is a significant follow-up step in the City's increased commitment to employee morale. Therefore, we recommend your favorable consideration of the attached proposed ordinance.

ESR:rtp
Attachment

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City of Seattle

Executive Department-Office of Management and Budget

Kenneth R. Bounds, Director
Charles Royer, Mayor

COPY RECEIVED



August 22, 1989

AUG 25 1989

The Honorable Douglas Jewett
City Attorney
City of Seattle

SEATTLE CITY ATTORNEY

10762
Davidson
Okey
Bry

Dear Mr. Jewett:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING
DEPARTMENT: Personnel

SUBJECT: An ordinance relating to recognition ceremonies and gatherings; amending SMC Chapter 4.96 to permit the expression, in the form of recognition ceremonies and symbols, of municipal appreciation to City staff for their services.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMB. Any specific questions regarding the legislation can be directed to Rick Painter.

Sincerely,

Charles Royer
Mayor

by

Rick Painter for

KENNETH R. BOUNDS
Budget Director

KB/rp/mhb

Enclosure

cc: Director, Personnel

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY
THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Virginia Galle

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE
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30572
City of Seattle

STATE OF WASHINGTON - KING COUNTY

—ss.

No.

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

ORD: 115303

was published on
09/25/90

The amount of the fee charged for the foregoing publication is the sum of \$, which amount has been paid in full.

[Signature]
Subscribed and sworn to before me on
SEP 25 1990
[Signature]
Notary Public for the State of Washington,
residing in Seattle

Affidavit of Publication

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City of Seattle
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B. These general guidelines shall apply in undertaking any such recognition program:

1. The cost and expenses of providing such recognition and appreciation for volunteers and compensated City staff shall be budgeted, or noted in the City's annual budget, as an identified sum;
2. The recipients shall be selected upon an objective basis, that reflects time, effort or skills donated or applied for the furtherance of City functions;
3. The primary value of the memento or apparel presented on the occasion shall be in the thought expressed rather than in the intrinsic worth of the object or the food or entertainment provided; and
4. The ceremony and presentations shall be in keeping with the pattern and practices of governmental agencies and public service organizations that solicit and draw upon donated services and contributions, in giving recognition and showing appreciation to their compensated

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staff and people who volunteer their time or skill for the support of City programs and activities.

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4.96.030 Refreshments.

A. To assist in performance of assigned activities or to show appreciation of time and service donated or of meritorious compensated service, ((department)) the heads of City employing units may provide light refreshments to volunteers and, as a condition of employment, to compensated City staff, or any of the same, during or immediately after the performance of their duties if (1) funds are appropriated in the City's annual budget for the ((department)) employing unit for providing refreshments to volunteers and such staff, or (2) the refreshments are donated to the City for such purposes. For this purpose, a ((department)) the head of a City employing unit may authorize an organization ((which)) that regularly provides or coordinates volunteers, to maintain furniture, machines and/or equipment for dispensing light refreshment to volunteers and to compensated City staff, and subject to the authorization of the Purchasing Agent, contract with such an organization for providing volunteers and such staff with light refreshments as authorized in this section.

B. The term, "light refreshments," is illustrated by these examples: coffee, tea, milk, hot chocolate, fruit juices, soft drinks and non-alcoholic beverages; doughnuts, cakes, pies, cookies, fruit, sandwiches, and ((or)) light snacks; and when donated to the City for an activity or to assist and further motivate compensated City staff and volunteers, the food ((or)) and drink supplied by the donor.

Sec. 4. Any act consistent with and prior to the effective date of this ordinance is hereby ratified and confirmed.

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Passed by the City Council the 10th day of September, 1990, and signed by me in open session in authentication of its passage this 10th day of September, 1990.

SAM SMITH,
President Pro Tem of the City Council.
Approved by me this 17th day of September, 1990.
NORMAN B. RICE,
Mayor.

Filed by me this 17th day of September, 1990.

Attest: NORWARD J. BROOKS,
City Comptroller and City Clerk.
(Seal) By MARGARET CARTER,
Deputy Clerk.

Publication ordered by NORWARD J. BROOKS, Comptroller and City Clerk.
Date of official publication in Daily Journal of Commerce, Seattle, September 25, 1990.
(39572)